



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE PERSONNEL CENTER
RANDOLPH AIR FORCE BASE TEXAS

MPFM: 06-23
28 March 2006

MEMORANDUM FOR ALL MPFS

FROM: HQ AFPC/DPF
550 C Street West Suite 15
Randolph AFB TX 78150-4715

SUBJECT: Person Authorized to Direct Disposition (PADD) of Remains Requirement on the vRED

This MPFM implements OSD policy guidance (1st Atch) that requires all Service members to designate one specific person, by name who they authorize to direct disposition (PADD) of their remains should they become a casualty. To accomplish this in a timely manner and to avoid saturating the AFPC Secure website, this requirement will need to be accomplished incrementally. We ask all Service members to follow the below implementation schedule in order to avoid system saturation, error messages, and system lock out.

Service members will need to log on to the virtual Military Personnel Flight (vMPF) to add their PADD information to the PADD Screen of their vRED in accordance with the following schedule:

SSAN ends in number 1:	28 Mar 06 - 03 Apr 06
SSAN ends in number 2:	04 Apr 06 - 10 Apr 06
SSAN ends in number 3:	11 Apr 06 - 14 Apr 06
SSAN ends in number 4:	15 Apr 06 - 19 Apr 06
SSAN ends in number 5:	20 Apr 06 - 24 Apr 06
SSAN ends in number 6:	25 Apr 06 - 28 Apr 06
SSAN ends in number 7:	29 Apr 06 - 03 May 06
SSAN ends in number 8:	04 May 06 - 09 May 06
SSAN ends in number 9:	10 May 06 - 15 May 06
SSAN ends in number 0:	16 May 06 - 22 May 06
All remaining:	23 May 06 - 31 May 06

Service members who have not updated their PADD designation on their vRED during the above schedule will continue to receive an update notice when they log onto the vMPF until they update their PADD designation.

In accordance with the above schedule, Service members can add the PADD designation to their vRED by logging onto: <http://www.afpc.randolph.af.mil/> and click on to the Virtual MPF (vMPF). Once there, a PADD notice screen will display explaining their options and directing members to add their PADD by-name designation. Members will follow the instructions provided on the screen. The automated suspense notice will

clear and no longer appear once the Service member has added their PADD designation to their vRED. See the below attached slides to assist members in completing this requirement (2nd Atch).

Note: The above guidance applies only to those Service members who have a vRED on file in the vMPF. Service members who do not already have a vRED on file, should log onto the vMPF at the earliest opportunity and complete their vRED. While completing their vRED, they will be able to include their PAAD designation information. Members at deployed locations should contact their PERSCO representative for assistance.

Organizations using the DD Form 93, Record Emergency Data (BMTS, and AFROTC) or the USAFA Form 0-143, Record of Emergency Data for Cadet Personnel must ensure Service members are briefed on this new requirement and ensure they enter their PADD designation on their paper Record of Emergency Data at the earliest opportunity:

Individuals attending Basic Military Training (BMT)

Members attending BMT will update their emergency contact information as soon as practical. A copy of the member's emergency contact information will continue to be filed in the trainee's assignment folder and maintained for 12 months after graduation. Members of the Air National Guard should have their vRED updated/completed prior to their departure for BMT.

Review the Service member's DD Form 93. If no PADD designation has been entered in Block 13, then direct the Service member to enter the following by-name PADD designation in Block 13 of the DD Form 93 (Continuation/Remarks Section). My PADD Designation is: Full Name, Relationship, Address, and Telephone Number. If address is already recorded on the DD Form 93, then you can state "Same as above."

Example: My PADD Designation is: Mary A. Doe, Spouse, 123 Happy Lane, City, State, Zip

Or: My PADD Designation is: Mary A. Doe, Spouse, Address same as above

Note: Only one name can be entered as the PADD designation.

Responsibilities of Technical Training Centers

MPFs supporting these centers will establish local procedures to ensure all personnel attending technical training are made aware of the vMPF and the vRED and ensure that members arriving from BMT complete a vRED immediately upon arrival and are briefed on the new PADD requirement.

Cadets assigned to the United States Air Force Academy (USAFA) Cadet Wing

USAFA cadets will enter their PADD designation when they complete the USAFA Form 0-143, Record of Emergency Data for Cadet Personnel.

Example: My PADD Designation is: Mary A. Doe, Mother, 123 Happy Lane, City, State, Zip

Or: My PADD Designation is: Mary A. Doe, Mother, Address same as above

Note: Only one name can be entered as the PADD designation.

The USAFA Cadet Personnel Division will establish local procedures to ensure that all cadets are briefed on the requirements to include a PADD designation on the record of emergency data at the earliest opportunity.

Cadets assigned to the Air Force Reserve Officer Training Corps (AFROTC)

AFROTC Detachments will establish procedures to ensure that cadets include a PADD designation in Block 13 when they complete a DD Form 93 prior to departing for field training or anytime a cadet is on official travel orders:

Example: My PADD Designation is: Mary A. Doe, Mother, 123 Happy Lane, City, State, Zip

Or: My PADD Designation is: Mary A. Doe, Mother, Address same as above

Note: Only one name can be entered as the PADD designation.

AFROTC Detachments will establish local procedures to ensure that all cadets are made aware of the vMPF and the vRED prior to commissioning.

Please ensure widest dissemination of this information and provide this MPFM to all MAJCOM/A1s, commanders, commander support staffs, and PERSCO teams.

Questions can be referred to the AFPC Contact Center by calling Toll Free: 1(800) 616-3775, then select option 1, 1, 2; Comm: (210) 565-5000; or DSN: 665-5000.

//SIGNED//

JAMES P. STURCH, Colonel, USAF
Director, Force Operations

Attachments:

1. OSD/P&R Memo, 14 Jul 05
2. Example Slides for PADD Update
3. PADD FAQs

Attachment 1



PERSONNEL AND
READINESS

OFFICE OF THE UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

JUL 14 2005

MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE ARMY
(HUMAN RESOURCES)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(MILITARY PERSONNEL POLICY)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(FORCE MANAGEMENT INTEGRATION)

SUBJECT: Service Member Designation of a Person Authorized to Direct Disposition
(PADD)

This memorandum establishes interim policy guidance on the requirement to have Service members designate a person authorized to direct disposition (PADD) of their remains should they become a casualty. Administrative processes already exist within the Services to accomplish this requirement. Therefore, as a temporary solution, I request each Military Service take appropriate action to document a member's selection of a PADD in the remarks portion of the Record of Emergency Data Form (DD Form 93).

Department of Defense Instruction (DoDI) 1300.18, "Military Personnel Casualty Matters, Policies and Procedures," provides in paragraph E2.1.1.25, a list of personnel who can be designated as a PADD. The initial target audience for implementation of this requirement is deployed personnel. Information recorded for the PADD should include name, relationship, address with zip code, and telephone number.

The current version of the DD Form 93 is being modified to add a separate line item for recording PADD information. When completed, PADD information will be moved from the remarks section as appropriate. For planning purposes, Service personnel systems that have automated versions of the DD Form 93 will need to be updated to separate out the PADD information.

This policy is effective immediately and will be incorporated in the next revision of DoDI 1300.18.

A handwritten signature in dark ink, appearing to read "John M. Molino", is positioned above the printed name.

John M. Molino
Deputy Under Secretary of Defense
(Military Community and Family Policy)


Attachment 2

Welcome to the Virtual Military Personnel Flight - Microsoft Internet Explorer provided by Air Forc...

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address http://neon/vMPF_dev_12_0/Hub/Pages/ConfirmInfo.asp Go Links

 Air Force Personnel Center • Randolph AFB, Texas

[Secure Log Out](#)

Privacy Act Statement

Authority: 10 U.S.C.; 8013, SECAF
Purpose: To provide a means of positive identification for the purpose of processing applications or retrieving data.
Routine Uses: None (no one outside DoD has access).
Disclosure: Voluntary. Failure to provide the requested information may result in a delay or termination of your request.

You must update your PADD information in order to proceed to vMPF.

Dear Air Force Member

Required Action: You are required to designate a Person Authorized to Direct Disposition (PADD) of your remains should you die. The decision to designate a PADD should not be taken lightly. The PADD becomes responsible, in the event of your death, to direct disposition of your remains, works directly with Air Force mortuary affairs personnel, carries out all funeral arrangements, and directs government disbursements to pay for authorized expenses. This individual should be aware of your decision and any preferences you have. Refer to AFPAM 34-261 for all Air Force Mortuary entitlements. You must select one person from the following: a spouse, a blood relative **of legal age** (example: a parent, child, brother or sister, Grandparent), or a legally adoptive relative. If no spouse, blood relative or legally adoptive relative exists, you may select a person standing in loco parentis.

If you have not added your PADD Information, you see this screen.


[Update PADD](#) [Click here to update PADD](#)

Record of Emergency Data - Person Authorized to Direct Disposition (PADD) - Microsoft Internet Ex...

File Edit View Favorites Tools Help

Back Search Favorites Go Links

Address http://neon/MPF_dev_12_0/DD93/Pages/PADD2.asp



Record of Emergency Data

Person Authorized to Direct Disposition (PADD) Of Your Remains

Name	SSAN	Rank
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Required Action: You are required to designate a Person Authorized to Direct Disposition (PADD) of your remains should you die. The decision to designate a PADD should not be taken lightly. The PADD becomes responsible, in the event of your death, to direct disposition of your remains, works directly with Air Force mortuary affairs personnel, carries out all funeral arrangements, and directs government disbursements to pay for authorized expenses. This individual should be aware of your decision and any preferences you have. Refer to AFPAM 34-261 for all Air Force Mortuary entitlements. You must select one person from the following: a spouse, a blood relative **of legal age** (example: a parent, child, brother or sister, Grandparent), or a legally adoptive relative. If no spouse, blood relative or legally adoptive relative exists, you may select a person standing in loco parentis. Your selection is made selecting the name of the person you want to select as your PADD from the dropdown box then click Save PADD to save your selection.

Identified Family Members




[Click here to identify PADD from drop down list](#)

[Save PADD](#)

Record of Emergency Data - Person Authorized to Direct Disposition (PADD) - Microsoft Internet Ex...

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print Address http://neon/vMPF_dev_12_0/DD93/Pages/PADD2.asp Go Links

 **Secure Log Out**

Record of Emergency Data

Person Authorized to Direct Disposition (PADD) Of Your Remains

Name	SSAN	Rank
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Required Action: You are required to designate a Person Authorized to Direct Disposition (PADD) of your remains should you die. The decision to designate a PADD should not be taken lightly. The PADD becomes responsible, in the event of your death, to direct disposition of your remains, works directly with Air Force mortuary affairs personnel, carries out all funeral arrangements, and directs government disbursements to pay for authorized expenses. This individual should be aware of your decision and any preferences you have. Refer to AFPAM 34-261 for all Air Force Mortuary entitlements. You must select one person from the following: a spouse, a blood relative **of legal age** (example: a parent, child, brother or sister, Grandparent), or a legally adoptive relative. If no spouse, blood relative or legally adoptive relative exists, you may select a person standing in loco parentis. Your selection is made selecting the name of the person you want to select as your PADD from the dropdown box then click Save PADD to save your selection.

Identified Family Members

- Spouse
- Mother
- Father
- Brother
- Sister

Select one name from list of family members you have identified on your vRED, then click on "Save PADD" below

[Save PADD](#)

That's it...You're done. If you need to review/make other changes to your vRED, go back to the vMPF Home Page and click on vRED

Local intranet

Attachment 3

PADD Frequently Asked Questions

(Q) Why do I need to identify by name the Person Authorized to Direct Disposition (PADD) of my Remains should I become a Casualty?

(A) Previously, the PADD was determined by law in a pre-determined order of hierarchy:

**Spouse
Children
Parents
Blood relatives**

While this order has, in most cases, been acceptable, in recent years there have been a growing number of disputes between family members due to conflicts that may exist within the extended family. For example: A Service member has no spouse or children, and his/her parents are divorced. The member may have been raised by the mother and had little or no contact with her biological father. Under law the oldest parent became the PADD if no surviving spouse, or children of legal age. If the father was older, as is normally the case, he would by law become the PADD. Another example is if a Service member is pending a divorce. If he/she should die before the divorce is final, then by law the spouse would be the PADD. Under these circumstances, the by-law provision would not satisfy the wishes of the Service member. To avoid these situations and other issues that could arise within the family, Congress passed a law requiring the Department of Defense to provide Service members a choice in who they want to be their PADD among their immediate family members. Making a specific by-name PADD designation makes clear to all who you want to act as your PADD and eliminates potential problems among family members. Service members may designate only one person as their PADD and should make this person aware of their decision.

(Q) Why does this information have to be recorded on my Record of Emergency Data?

(A) The Department of Defense directed that the PADD designation be recorded on the Service member's Record of Emergency Data. Surviving family information is already recorded on this form to be used in case the Service member becomes a casualty and is the most logical place to include the PADD designation.